

S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE  
NO. 25-56

6 August 1956

25X1A

SUBJECT: Special Routing Sheet for Use in Transmitting Documents  
To and From Headquarters and [REDACTED]

1. For security reasons the regular "Routing & Record Sheet," Form 610, cannot be used for transmitting documents between Headquarters and [REDACTED] because of reference thereon to the Agency.
2. Effective immediately, Form 861 "Field Document Routing and Action Record" will be used in its stead.
3. Ample supplies of Form 861 are available in the supply rooms.

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[REDACTED]  
MATTHEW BAIRD  
Director of Training

Distribution:  
ALL OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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